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~~SECURITY INFORMATION~~

MEMORANDUM FOR: See Distribution Listed Below 6 November 51

SUBJECT : Survey by the Office of Training

1. The Office of Training is presently conducting:

- a. A survey of training activities being conducted by the various offices of the Agency independent of the training programs established and conducted by the Office of Training.
- b. Studying the feasibility of developing a plan and program for providing additional adequately trained professional level administrative officer personnel for the Agency.

2. In this respect there are attached copies of questionnaires developed by the Office of Training. Reports should be returned to this office for coordination by Monday 12 November 1951.

3. Your comments and recommendations on the administrative officer program should cover, in particular, the support you will be able to provide this program, such as detailing of instructors and provision of background material.

4. The report on the training activities being conducted in each office should include specific on-the-job training courses which encompass categories 1, 2, and 4.

SIGNED

2 Encls.

Special Assistant to the DDA

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NO CHANGE in Class. ☐

☒ DECLASSIFIED

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 22 Feb 78 By: 022

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17 October 1951

DRAFT SPECIFICATIONS FOR A SURVEY OF
NON O/TB TRAINING ACTIVITIES

1. Each Office should report on the following listed training activities presently being conducted by the Office, independent of the training programs established and conducted by the Office of Training.

2. Each report should consider the following listed categories and report Office training under the headings listed below:

Category 1. Area training (including basic familiarization courses, refresher courses, and intensive courses)

Category 2. Intelligence methods and techniques (including courses in methods of collection, source exploitation, evaluation of source material, research techniques, functional specialization, intelligence reporting, intelligence estimating, etc.)

Category 3. Language training (basic, advanced and refresher)

Category 4. Administrative training (clerical and professional)

Category 5. Specific on-the-job training which may encompass categories 1, 2, and 4.

3. In each case, the following information is requested for each category:

a. The objective, scope, duration, and frequency of the training project.

b. The number of personnel involved as (1) instructors and (2) students.

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PROFESSIONAL ADMINISTRATIVE OFFICER PROGRAM

I. PROBLEM

A. To develop a plan and program for providing additional adequately training professional level administrative officer personnel to meet increasing operational requirements of the Agency.

B. Resolution of this problem requires the following listed actions:

1. Establishing the requirements numerically and by operational skills for the additional personnel needed.
2. Determining the appropriate grade levels for the required new job positions.
3. Determining which T/O's should be expanded to accommodate the additional job positions and obtaining approval for T/O expansion.
4. Initiating recruitment action to procure the additional personnel required.
5. Developing and obtaining approval for a training program designed to provide training for newly recruited personnel for this project and to provide specialized training for administrative officers presently on duty in order to increase their capacity to perform under the accelerated operational program.

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